

# 2011 FINAL REPORT FOR Public Programs in the Arts (PPA) and Entry Track

*The period of this grant is from July 1 to June 30.*

*One copy of this report must be submitted to the ICA within 30 days of the completion of the grant period, no later than **July 31**. You are required to retain all financial records pertaining to the grant for a period of three years. Requests for extension for filing your final report must be submitted in writing, not later than **June 30<sup>th</sup>**.*

## PART 1: IDENTIFYING INFORMATION/DEMOGRAPHICS

Grant recipient: \_\_\_\_\_

Grant recipient TIN/EIN #: \_\_\_\_\_

Grant award #: \_\_\_\_\_ Grant amount: \$\_\_\_\_\_

Name of person completing report: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

### CONSTITUENT PARTICIPATION

Number of individuals benefiting (audiences, participants)	Total	_____
	% local residents (within 50 mile radius)	_____
	% visiting (non-local – outside of 50 mile radius)	_____
Number of artists participating:	Total	_____
	Professional	_____
	Semi-Professional	_____
	Amateur	_____
Number of children and youth benefiting (audiences, participants)		_____
Number of individuals with disabilities benefiting (ADA 504)		_____

Were there special constituencies (Handicapped, senior citizens, minorities, etc.) served through this grant? If so, please describe:

### CERTIFICATION

*I/We the undersigned certify that the foregoing information and all attachments to this report are true and correct and that all expenditures were incurred for the purpose of this grant.*

Authorizing Official \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Project Director \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

## FINAL REPORT – PPA/Entry Track

### PART 2: FINANCIAL INFORMATION

This report should reflect only those revenues and expenses directly related to the project or which the grant was awarded.

#### (Entry Track/PPA)

#### Section A: ACTUAL CASH EXPENSES

EXPENSE CATEGORIES	(Entry Track) Original Budget from Application	(Entry Track/PPA) Actual Cash Expenses	ICA Grant (full amount) <i>Show how much of the grant funds were spent in each applicable category</i>
1. Personnel, Administrative			
2. Personnel, Artistic			
3. Personnel, Production			
4. Outside Fees & Services			
5. Space Rental			
6. Travel			
7. City Taxes Paid			
8. State Taxes Paid			
9. Federal Taxes Paid			
10. Marketing			
11. Remaining Operating Expenses			
<b>TOTAL EXPENSES</b>			

#### Section B: REVENUE

	(Entry Track) Original Budget from Application	(Entry Track/PPA) Actual Cash Income
1. Admissions (Ticket Sales)		
2. Contracted Services Revenue		
3. Corporate Support		
4. Foundation Support		
5. Other Private Support		
6. Government Support, Federal		
7. Government Support, State/Regional		
8. Government Support, Local		
9. Other Revenue		
10. Application Cash (cash on hand)		
<b>SUBTOTAL</b>		
<b>ICA GRANT AWARD</b>		
<b>TOTAL REVENUE</b>		

Does your Total Revenue meet or exceed your Total Expenses? ☐ YES ☐ NO (Explain deficit in Narrative, Question 9)

#### Section C: ACTUAL IN\_KIND MATCH: *please include value of contribution*

Description <i>Example: facility rental</i>	Contributor <i>Marriott Hotel</i>	Value <i>\$500</i>	Additional Information <i>For workshop</i>

\_\_\_\_\_ Public Programs in the Arts/Entry Track \_\_\_\_\_

**PART 3: NARRATIVE**

(attach pages as necessary)

*Your application anticipated activities and results during the grant period; these questions ask you to compare what actually happened to what you expected. It will be helpful to have your application in front of you as you write.*

1. Describe the public programs in the arts that your organization produces and the process used to ensure excellence in the artistic quality of programs and services.
2. Identify and describe the community or communities served during the grant period.
3. Describe initiatives, partnerships, or collaborations undertaken during the grant period and how new, nontraditional or underserved audiences were reached.
4. Describe ways that your organization complied with the Americans with Disabilities Act (ADA) and Section 504 accessibility requirements (accommodations for people with disabilities) during the grant period.
5. Provide an overview of your organization's structure, board and staff responsibilities and volunteer involvement during the grant period.
6. Describe your organizations audience development and marketing efforts during the grant period.
7. Explain how your organization is achieving long-range goals.
8. Explain your evaluation methods and how they assisted you in measuring your desired outcomes. Attach samples of your evaluation instruments (surveys, interview questions, etc.) and/or collected evidence (compiled data, systematic observation or documentation, etc).
9. Explain significant organizational changes (budget amounts, deficits and multi-year grants, etc.)
10. As you reflect on the grant period, does an anecdote or a moment come to mind which tells the story of your organization's success?
11. Please submit copies of recordings, videos, programs, publicity, and other printed materials relating to these activities.